

TAB C (FIELD ORDERING OFFICER PURCHASING GUIDELINES) TO APPENDIX \_  
(LOCAL PROCUREMENT) (ACQUISITION INSTRUCTION) to ANNEX \_ (LOGISTICS)  
TO V CORPS FIELD SOP

FIELD ORDERING OFFICER PURCHASING GUIDELINES

- Any one may serve as a Field Ordering Officer (FOO)
  - Recommend Officer or Staff Sergeant or higher enlisted grade
- One per Battalion or separate company and an alternate
- Cannot be a Class A Agent concurrently with being appointed as a FOO
- Appointing authority is Chief of a Regional Contracting Office, a contracting officer in the USAREUR Contracting Center (UCC), or Chief of the Contingency Contracting Cell
- Dollar limitation per transaction is set by the appointing authority; can be up to \$2,500
- Use Standard Form 44 Purchase Order-Invoice-Voucher to conduct transaction
  - SF44 is like a blank check or cash - controlled item which must be safeguarded
  - Use SF44 for one-time, off-the-shelf buys
- Use of SF44 not intended to supplant or replace the Army supply system
  - every effort must be made to obtain needed supplies through normal requisitioning procedures and prior planning
- Items bought using SF44 which are not authorized for purchase are called Unauthorized Commitments which hold the individual financially responsible and subject the buyer to disciplinary action under UCMJ
- Peacetime procurement restrictions were not lifted during Desert Storm and probably won't be lifted during a contingency deployment
  - therefore, unauthorized actions taken by FOOs won't be "forgiven" because of the exigencies of the situation

TAB C (FIELD ORDERING OFFICER TRAINING) TO APPENDIX \_\_ ( LOCAL  
PROCUREMENT) (ACQUISITION INSTRUCTION) to ANNEX \_\_ (LOGISTICS) TO  
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- Examples of authorized purchases
  - Rental of safehouse or shelter area for security and protection of Government equipment - not for billeting of troops
  - purchases of meals only in emergency situations:
    - no military mess
    - regularly scheduled meal missed
  - rental of commercial vehicles
    - determined by commander to be urgent operational emergency; no time to seek contracting officer's approval
    - requires written determination of the facts and circumstances
  - vehicle must be in good condition and PMCS must be performed
- other items:
  - skis for troop movement, tolls, POL for rental vehicles, materiel handling equipment (MHE), boats
  - live animals for survival training, including food to keep animals alive until used for actual training
  - items not available through supply channels
  - film processing
  - training aid material
  - cloth for identity bands and flags
  - small quantities of nails, lumber, rope

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- sanitation items
- small emergency repairs of military vehicles
- bleach and other items needed for NBC decontamination

postal money orders or cashier's checks for transmittal of  
cash to the Finance Office

Items NOT authorized for purchase

- billeting for soldiers
- any personal comfort items including alcohol, food items  
not described as authorized
- laundering of clothing unless no QM facility exists and  
unless specifically authorized by senior tactical  
commander
- intelligence information may not be purchased
- ammunition
- items readily available through Army supply channels
- medical or dental treatment or medicine
- insurance
- construction
- picture frames, plaques, mementos or flowers
- printing
- TOE equipment
- thermos bottles, toilet articles, clocks, kitchen  
utensils, pots, pans or any other personal convenience

TAB D (REQUEST FOR REAL PROPERTY) TO APPENDIX \_ ( LOCAL PROCUREMENT  
(ACQUISITION INSTRUCTION ) to ANNEX \_(LOGISTICS) TO V CORPS FIELD SOP

REQUEST FOR REAL PROPERTY

THRU: CDR  
ATTN :

FROM :

TO: ENGINEER

1. Acquisition of real property is requested at

\_\_\_\_\_  
(Place, street, location)

2. Requirements.

a. Type acquisition

(1) Rent/Lease \_\_\_\_\_

(2) Purchase \_\_\_\_\_

b. Length of time property is required \_\_\_\_\_  
(start/end dates)

c. Type real property

_____	(1) Work space	Total square footage	_____
_____	(2) Troop billets	Total square footage	_____
_____	(3) Storage space	Total square footage	_____
_____	(4) Parking space	Total square footage	_____
_____	(5) Unimproved land	Total square footage	_____
_____	(6) _____		_____

3. Remarks:

TAB E SERVICE CONTRACT REQUEST) TO APPENDIX — ( LOCAL PROCUREMENT)  
(ACQUISITION INSTRUCTION ) to ANNEX —(LOGISTICS) TO V CORPS FIELD SOP

## REQUEST FOR SERVICE CONTRACT

1. Requests for service contracts shall include the following:

a. Requirement: Specify what services are required. Do not confuse the direct hiring of local labor (Unit Labor Officer responsibility) with contracting for services. A service contract is to obtain an end result (i.e., amount of cargo unloaded, dunnage removed, etc. ) and not the services of a specific number of laborers. Also, the Government does not supervise the contractor's personnel. Be specific when describing the service to be completed. Be sure to include any specific levels of performance the contractor shall be expected to achieve in performance of the service.

b. Justification: Why is the contract needed? Provide as much information as possible detailing the monetary/manpower savings.

c. Time Frame: Specify desired contract start and end dates.

d. Point of Contact: Name of the person most knowledgeable of the requirement.

2. Requests are submitted through channels through the COSCOM G-4 to the Corps G-4.

3. Requests are submitted on DA Form 3953 with continuation sheets as necessary. An officer in the grade of O-6 or higher must approve requirements greater than \$25,000. An example is on the following page.

4. Classify the request if required.

5. Explanation of Entries on DA Form 3953.

- 1. Document number assigned by requesting unit.
- 2. Enter the date the form is prepared.
- 3. Self-explanatory.
- 4. Enter appropriate Supply Support Activity.
- 5. Designation of unit submitting the form.
- 6. Designation of unit to utilize the contract.
- 7. Location of contract performance.
- 8. Required performance start date.
- 9. Name of person most knowledgeable of the requirement.
- 10. If this entry applies, check block and enter authorization. Otherwise, leave blank.

TAB E ( SERVICE CONTACT REQUEST) TO APPENDIX ( LOCAL PROCUREMENT)  
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- 11. If 10 does not apply, check block and enter authorization. Otherwise, leave blank.
- 12. Enter "01" for first item and number other items sequentially.
- 13. Enter a specific description of the service required. Use continuation sheets as needed.
- 14. Self-explanatory.
- 15. Self explanatory.
- 16. Enter if known.
- 17. Same as 16.
- 18. Enter unclassified title of operation.
- 19. Self-explanatory.
- 20. Self-explanatory.
- 21. Must be signed by \_\_\_\_\_ or designated representative.

TAB F (UNAUTHORIZED COMMITMENTS) TO APPENDIX \_ ( LOCAL PROCUREMENT)  
(ACQUISITION INSTRUCTION) to ANNEX \_ (LOGISTICS) TO V CORPS FIELD SOP

#### RATIFICATION OF UNAUTHORIZED COMMITMENTS

1. Upon learning that an unauthorized commitment has been made, the KO will notify the commander of the unit concerned.

2. The individual who made the unauthorized commitment shall forward to the commander documentation concerning the transaction, which shall include:

a. A statement signed by the individual describing the circumstances why normal procurement procedures were not used, what bona fide Government requirement necessitated the commitment, whether any benefit was received, and any other pertinent facts; and

b. All other relevant documents including orders, invoices, or other documentary evidence of the transaction.

3. If the commander concurs that the commitment should be ratified, the above described documentation shall be forwarded to the supporting CSO or CCC with an endorsement that:

a. Verifies the accuracy and completeness of the documentation;

b. Describes the measures taken to prevent a recurrence of unauthorized commitments, as well as any disciplinary measures taken; and

c. Provides a complete purchase description IAW TAB H.

4. a. The CSO or CCC shall review and determine the adequacy of all facts, records, and documents furnished. Additional information will be acquired as needed.

b. The CSO shall forward the packet to the Chief, CCC, with a summary and a recommendation for approval/disapproval and the rationale therefore.

5. a. The Chief, CCC shall review the packet and seek legal assistance if necessary.

b. The Chief, CCC, in coordination with the Corps Chief of Staff, shall either approve or disapprove the request.

TAB F ( UNAUTHORIZED COMMITMENTS) TO APPENDIX ( LOCAL PROCUREMENT)  
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c. If the request is approved, the packet shall be returned to the cognizant KO for contractual action.

d. If the request is disapproved, the packet shall be returned through command channels for appropriate disposition.

6. Unauthorized commitments shall not be ratified if:

a. Made to circumvent or evade procurement statutes and regulations;

b. There is a genuine doubt concerning a question of law or fact;

c. The transaction would not otherwise have been valid if made by a properly authorized KO.

7. USAREUR Form 715-2A-R shall be used to provide the documentation required in para 2, 3, and 4 above.



TAB G ( SUPPLIES/SERVICES) TO APPENDIX \_\_ ( LOCAL PROCUREMENT)  
(ACQUISITION INSTRUCTION ) to ANNEX \_\_ (LOGISTICS) TO V CORPS FIELD SOP

#### CATEGORIES OF SUPPLIES AND SERVICES

1. Utilities (Gas, water, electricity, steam, sewage, refuse collection and disposal).
2. Communication services.
3. Port handling, stevedoring, and other port charges.
4. Maintenance, repair, and procurement of spare parts for commercial vehicles.
5. Packing and crating services.
6. Laundry and dry cleaning.
7. Handling and storage requirements.
8. Industrial gases.
9. Transportation services.
10. Aircraft refueling.
11. Drugs specified by the Defense Medical Materiel Board.
12. Bulk construction materials (Sand, gravel, stone, concrete, masonry units, fired brick).
13. Custodial services.
14. Ice.
15. Other mandatory requirements for contractual services that by their nature can only be performed locally and where an organic capability does not exist.
16. Real estate.
17. Airport operations.
18. Class III products and storage.
19. Water storage facilities.

TAB G ( SUPPLIES/SERVICES) TO APPENDIX \_ ( LOCAL PROCUREMENT)  
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20. Class I.

21. Class IV.

22. Professional services (Doctors, interpreters, consultants, stenographers).

23. Any other required supplies and services.

TAB H ( PURCHASE DESCRIPTIONS) TO APPENDIX \_ ( LOCAL PROCUREMENT )  
(ACQUISITION INSTRUCTION) to ANNEX \_ (LOGISTICS) TO V CORPS FIELD SOP

PURCHASE DESCRIPTIONS

1. All requests for supplies/services shall be as specific as possible in describing what is needed. Provide the essential physical and functional characteristics of the supplies or services required.

2. The following characteristics are the minimum necessary to describe the Government's requirements:

- common nomenclature;
- kind of material (i.e., type, grade alternatives, etc.);
- electrical data, if any;
- dimensions, size, or capacity;
- principles of operation;
- intended use, including location within an assembly and essential operating condition;
- equipment with which the item is to be used; and
- any other pertinent information that furthers describes the item, material, or service required.

3. The minimum acceptable identification of a requirement is "brand name or equal."

4. Requests are submitted on DA Form 3953. See the following page for an example.

5. Explanation of data entries on DA Form 3953.

- 1. Document number assigned by the requesting unit.
- 2. Date the form is prepared.
- 3. Self-explanatory.
- 4. Enter the designation of the Supply Support Activity (SSA).
- 5. Designation of the unit requesting the item. (SSA).

TAB H (PURCHASE DESCRIPTIONS) TO APPENDIX\_ (LOCAL PROCUREMENT)  
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- 6. Designation of the unit to receive the item.
  - 7. Location where item is to be delivered.
  - 8. Required delivery date.
  
  - 9. Name of person most knowledgeable of the requirement.
  - 10. Enter authorization from AR 710-2, para 3-25. If NA, leave blank.
  - 11. If item 10 is NA, enter authorization. Otherwise, leave blank.
  - 12. Enter "01" for first item requested. Number all additional items sequentially.
  - 13. Enter a specific description of the item requested IAW para 2. Use continuation sheets if necessary.
  - 14. Self-explanatory.
  - 15. Self-explanatory.
  - 16. Enter if known.
  - 17. Enter if known.
  - 18. Enter the unclassified title of the operation.
  - 19. Self-explanatory.
  - 20. Self-explanatory.
  - 21. Must be signed by cognizant SSA, unless referral to the supply system is not required. In this case, unit commander signs.
6. Classify the request as appropriate.

TAB I (CONTINGENCY AUTHORITIES) TO APPENDIX \_ (LOCAL PROCUREMENT)  
(ACQUISITION INSTRUCTION) to ANNEX \_ (LOGISTICS) TO V CORPS FIELD SOP

## CONTINGENCY CONTRACTING AUTHORITIES

T B P

TAB J ( CLASS A AGENTS) TO APPENDIX \_ (LOCAL PROCUREMENT)  
(ACQUISITION INSTRUCTION ) to ANNEX \_ ( LOGISTICS) TO V CORPS FIELD SOP

#### CLASS A AGENT APPOINTMENT ORDERS

1. Class A Agents are appointed by their unit.
2. A sample is on the following page.
3. Explanation of entries.
  - 1. Grade, name, SSAN, and unit address or station
  - 2. Issuing headquarters.
  - 3. Date appointment signed.
  - 4. Date the appointment is effective. Funds shall not be advanced before this date.
  - 5. To act as agent to direct support finance unit.
  - 6. Type of payments to be made and appointment order number of the KO or F00 .
  - 7. Duration of appointment.
  - 8. The maximum amount of funds to be entrusted.
  - 9. Accounting classification normally entered by direct support finance unit.
  - 10. Special instructions. Those in the example shall be included as a minimum.
  - 11. The signature of the local commander or higher authority.
  - 12. Finance requires at least three copies of the appointment.

TAB J (CLASS A AGENTS) TO APPENDIX \_ (LOCAL PROCUREMENT)  
(ACQUISITION INSTRUCTION) to ANNEX \_ (LOGISTICS) TO V CORPS FIELD SOP

APPOINTMENT AS CLASS A AGENT OFFICER

( 1 )

( 2 )

( 3 )

1. Effective (4) \_\_\_\_\_ , you are appointed as:  
(5) \_\_\_\_\_ .

2. Authority: AR 37-103.

3. Purpose: Making cash payments in support of  
(6) \_\_\_\_\_  
\_\_\_\_\_

4. Period: (7).

5. Funds in the amount of (8) are to be entrusted to the Class A Agent under accounting classification:  
(9) \_\_\_\_\_

6. Special Instructions: Funds shall not be entrusted to others for any purpose. The Class A Agent will become familiar with the contents of FM 14-8. All public funds entrusted to the agent officer will be properly protected at all times as provided in Section IV, AR 37-103. Checks received from the direct support finance unit that have been drawn in the Agent's favor will be converted to cash only as needed. Class A Agents will turn in all accountable cash items to the direct support finance unit NLT 5 days following completion of the operation. (10)

Signature Block (11)

